

TREASURE STATE ENDOWMENT PROGRAM PROJECT ADMINISTRATION MANUAL

TABLE OF CONTENTS

INTRODUCTION

CHAPTER 1 -- PROJECT START UP

Overview	1-1
Applicable State Requirements	1-1
TSEP Funds	1-2
Amount of TSEP Funding	1-2
Incurring Costs.....	1-2
Timely Project Completion	1-4
Project Start-Up Requirements.....	1-5
Preparing the TSEP Contract	1-5
Preparing a Management Plan and Log-Term Operations and Maintenance Plan	1-10
Obtaining the Firm Commitment of Non-TSEP Funding	1-14
Complying With Auditing and Reporting Requirements	1-15
Complying With Special Project Conditions	1-16
Completing Signature and Depository Forms	1-17
Establishing Project Files.....	1-17
Checklist for Start-up Activities	1-23
Exhibits.....	1-25

CHAPTER 2 -- ENVIRONMENTAL REQUIREMENTS

Overview	2-1
Applicable State Requirements	2-2
Permits	2-2
Permitting Tips.....	2-3
Other Issues	2-4

CHAPTER 3 -- PROCUREMENT REQUIREMENTS

Overview	3-1
Applicable State Requirements	3-1
TSEP Recipient Responsibilities	3-2
Code of Ethics and Conflicts of Interest	3-3
Procurement Procedures	3-3
Selecting the Method of Procurement	3-4
Procurement by Small Purchase Procedures.....	3-5
Procurement by Competitive Sealed Bid.....	3-7

Procurement by Sole Source	3-9
Procurement by Competitive Proposals	3-9
Preparing a Request for Proposals.....	3-11
Soliciting Proposals	3-13
Prior Commitments to Consultants	3-14
Reviewing Proposals and Selecting the Consultant	3-15
Checking References	3-17
MDOC Review of Procurement Procedures	3-18
Contract Pricing and Method of Compensation	3-18
Preparing the Contract	3-20
Record Keeping Requirements.....	3-21
Contract Administration and Supervision.....	3-22
Summary: Procurement Standards	3-23
Exhibits	3-24

CHAPTER 4 -- FINANCIAL MANAGEMENT

Overview	4-1
Applicable State Requirements	4-1
TSEP Requirements.....	4-2
Project Budget	4-2
Project Expenses Eligible for Reimbursement	4-3
Ineligible Expenses	4-5
Eligibility of Matching Funds	4-5
Depository for Project Funds	4-7
Disbursement of TSEP Grant Funds	4-7
Project Drawdown Requests and Quarterly Reporting.....	4-9
Interim Financing	4-13
Retention of Documents, Records and Reports.....	4-13
Project Monitoring	4-14
General Accounting Requirements.....	4-15
Standards for Accounting Systems.....	4-15
Fund Accounting	4-15
Fund Type and Account Group to be Utilized	4-16
Basis of Accounting	4-16
Fund and Account Structure	4-17
Fixed Asset Accounting	4-20
Basic Accounting Records	4-24
Financial Reports	4-25
Internal Control	4-26
Illustrative Accounting Entries.....	4-28
Audit Requirements	4-31
Federal - Laws and Regulations	4-31
State - Laws and Regulations	4-32

The Montana Single Audit Act	4-32
Audit Threshold and Frequency	4-33
Montana Single Audit Administrative Rule Requirements.....	4-33
Audit Costs	4-38
Exhibits	4-39

CHAPTER 5 -- CIVIL RIGHTS

Overview	5-1
Applicable State Requirements	5-2
Exhibits	5-4

CHAPTER 6 -- LABOR REQUIREMENTS

Overview	6-1
Applicable Requirements.....	6-1
TSEP Recipient Responsibilities	6-4
Step 1 -- Designate a Person to Monitor Prevailing Wage Requirements	6-4
Step 2 -- Include Prevailing Wage Rates in Bid Documents	6-4
Step 3 -- Verify Bidder Eligibility.....	6-5
Step 4 -- Inform Contractor of Applicable Requirements by Conducting a Preconstruction Conference.....	6-6
Step 5 -- Monitor Contractor Performance	6-8
Step 6 -- Investigate Labor Complaints and Violations	6-9
Step 7 -- Maintain Prevailing Wage Files	6-9
Summary	6-11
Exhibits	6-12

CHAPTER 7 -- PROPERTY ACQUISITION

Overview	7-1
Applicable State and Federal Requirements	7-1
TSEP Recipient Responsibilities	7-2
Voluntary Acquisitions.....	7-2
Involuntary Acquisitions	7-3

CHAPTER 8 -- PUBLIC FACILITIES CONSTRUCTION MANAGEMENT

Overview	8-1
Applicable State Requirements	8-1
Key Steps in Managing a Public Facilities Project.....	8-2
Step 1 -- Select Engineering Services	8-2

Step 2 -- Prepare Bid Package	8-3
Step 3 -- Obtain Bid Document Review and Approval	8-5
Step 4 -- Advertise Bid Solicitation.....	8-5
Step 5 -- Log Each Bid.....	8-7
Step 6 -- Conduct Bid Opening	8-7
Step 7 -- Review Low Bid.....	8-8
Step 8 – Verify Low Bid Eligibility.....	8-9
Step 9 -- Award Contract	8-9
Step 10 – Submit a Revised Project Budget and Implementation Schedule	8-9
Step 11 -- Hold Preconstruction Conference	8-10
Step 12 -- Issue Notice to Proceed	8-11
Step 13 -- Monitor Contractor Activities	8-11
Step 14 -- Conduct Final Inspection.....	8-13
Step 15 -- Maintain Records	8-13
Permits and Other Requirements	8-14
Summary	8-16
Exhibits	8-17

CHAPTER 9 -- INVOLVING THE PUBLIC

Overview	9-1
Keeping People Informed	9-1
Dealing With the Media	9-2
Press Releases	9-3
Project Signs	9-4
Special Events.....	9-5
Pamphlets or Newsletters.....	9-5
Posters	9-6
Dealing with Complaints	9-6
Exhibits	9-8

CHAPTER 10 -- PROJECT MONITORING

Overview	10-1
Purpose of Monitoring	10-1
Monitoring Procedures	10-2
Monitoring Comments	10-2
Concern	10-3
Question of Performance	10-3
Finding	10-3
Exhibits	10-5

CHAPTER 11 -- PROJECT CLOSEOUT

Overview	11-1
Applicable State Requirements	11-1
Step 1 -- Determine Final Audit Requirements	11-1
Step 2 -- Prepare Project Completion Report & Certifications	11-2
Procedure A -- Audit Required-Conditional Closeout.....	11-4
Procedure B -- All Audits Completed - Final Closeout.....	11-5
Records Retention.....	11-6
Exhibits	11-7

CHAPTER 12 – PRELIMINARY ENGINEERING GRANTS

Overview	12-1
Start Up Requirements	12-1
Procurement Requirements.....	12-2
Financial Management of the Grant	12-2
Close Out of the Grant.....	12-4
Summary	12-4
Exhibits	12-5

CHAPTER 13 – EMERGENCY GRANTS

Overview	13-1
Application Procedures.....	13-1
Start Up Requirements	13-1
Procurement Requirements.....	13-2
Financial Management of the Grant	13-3
Close Out of the Grant.....	13-3
Exhibits	13-4